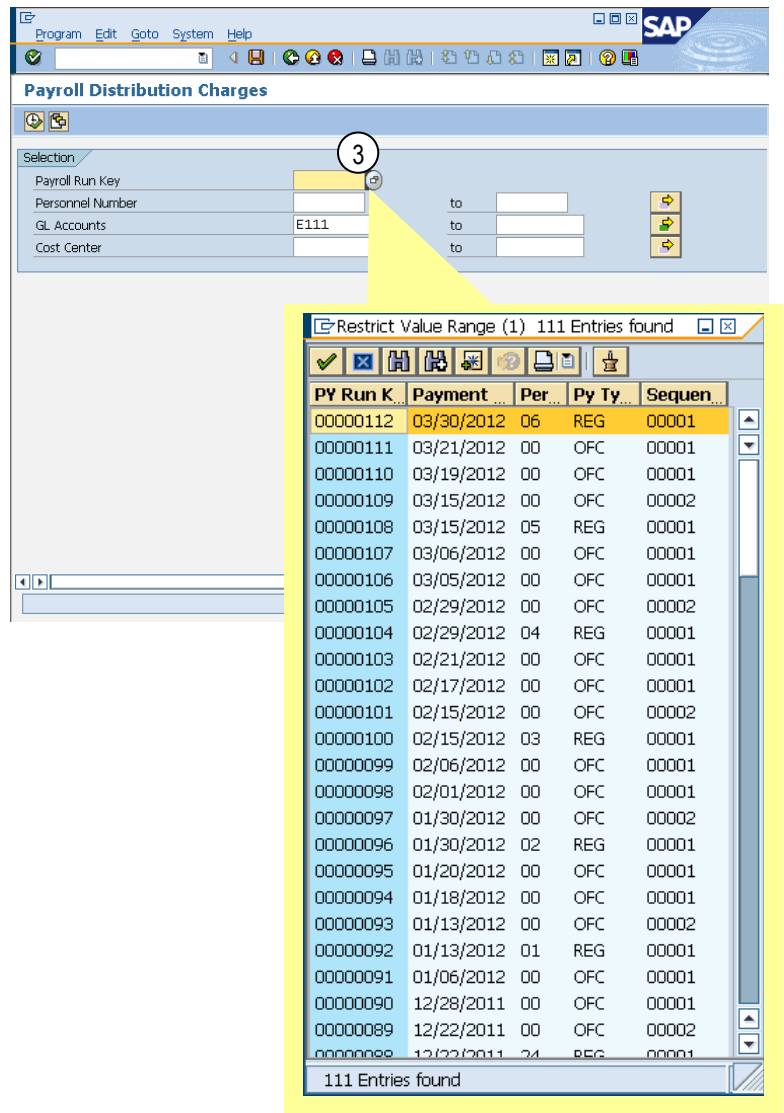Use this report to display the payroll distribution charges similar to the 153 report.

1. From the main screen, type transaction code: **ZFIR003_PAYDIS**.

   [For reporting after 2015, please see note at the bottom of this document.]

2. Click the **Enter** button or press **Enter** to continue.

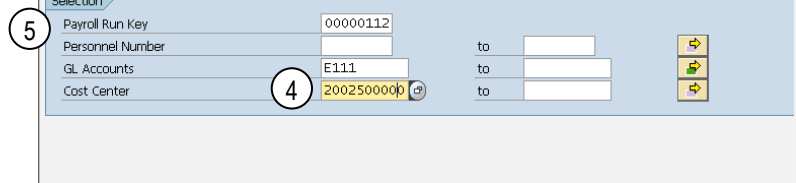3. *Payroll Run Key* – Click the **Matchcode** button to choose a payroll period.

NOTE: The options in this list displays the pay date (when employees get their check) and the pay period (regular or off cycle).

PY Run K.	Payment	Per	Py Ty	Sequen
00000112	03/30/2012	06	REG	00001
00000111	03/21/2012	00	OFC	00001
00000110	03/19/2012	00	OFC	00001
00000109	03/15/2012	00	OFC	00002
00000108	03/15/2012	05	REG	00001
00000107	03/06/2012	00	OFC	00001
00000106	03/05/2012	00	OFC	00001
00000105	02/29/2012	00	OFC	00002
00000104	02/29/2012	04	REG	00001
00000103	02/21/2012	00	OFC	00001
00000102	02/17/2012	00	OFC	00001
00000101	02/15/2012	00	OFC	00002
00000100	02/15/2012	03	REG	00001
00000099	02/06/2012	00	OFC	00001
00000098	02/01/2012	00	OFC	00001
00000097	01/30/2012	00	OFC	00002
00000096	01/30/2012	02	REG	00001
00000095	01/20/2012	00	OFC	00001
00000094	01/18/2012	00	OFC	00001
00000093	01/13/2012	00	OFC	00002
00000092	01/13/2012	01	REG	00001
00000091	01/06/2012	00	OFC	00001
00000090	12/28/2011	00	OFC	00001
00000089	12/22/2011	00	OFC	00002
00000088	12/22/2011	24	REG	00001

111 Entries found

4. *Cost Center* – Type the cost center number.

NOTE: Click the **Multiple Selection** button to enter more than one cost center number.
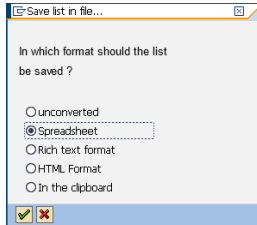
5. Click the **Execute** button or press **F8** to execute.

6. The report displays. Scroll to the far right to display the charges.

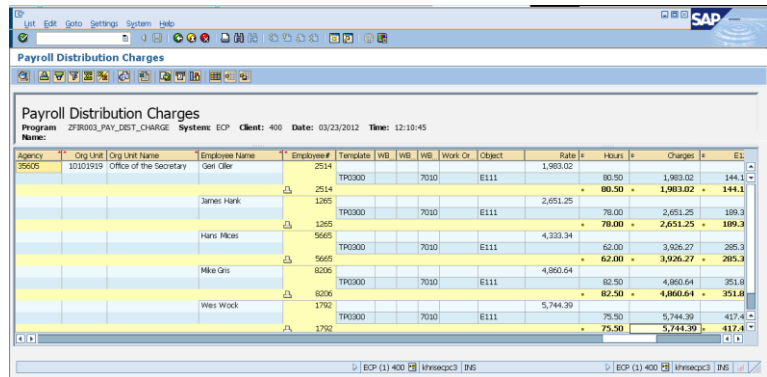7. Click the **Print** button 🖨.
   OR

   Export to Excel

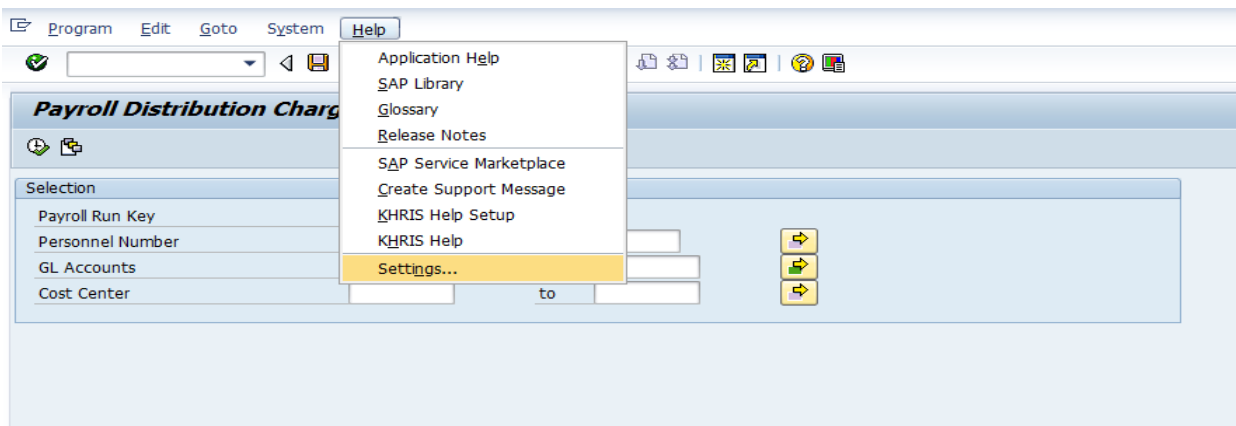   - From the menu bar choose:
     List ➔ Export ➔ Local File

   - Choose **Spreadsheet**.
   - Choose the file location and type the file name.
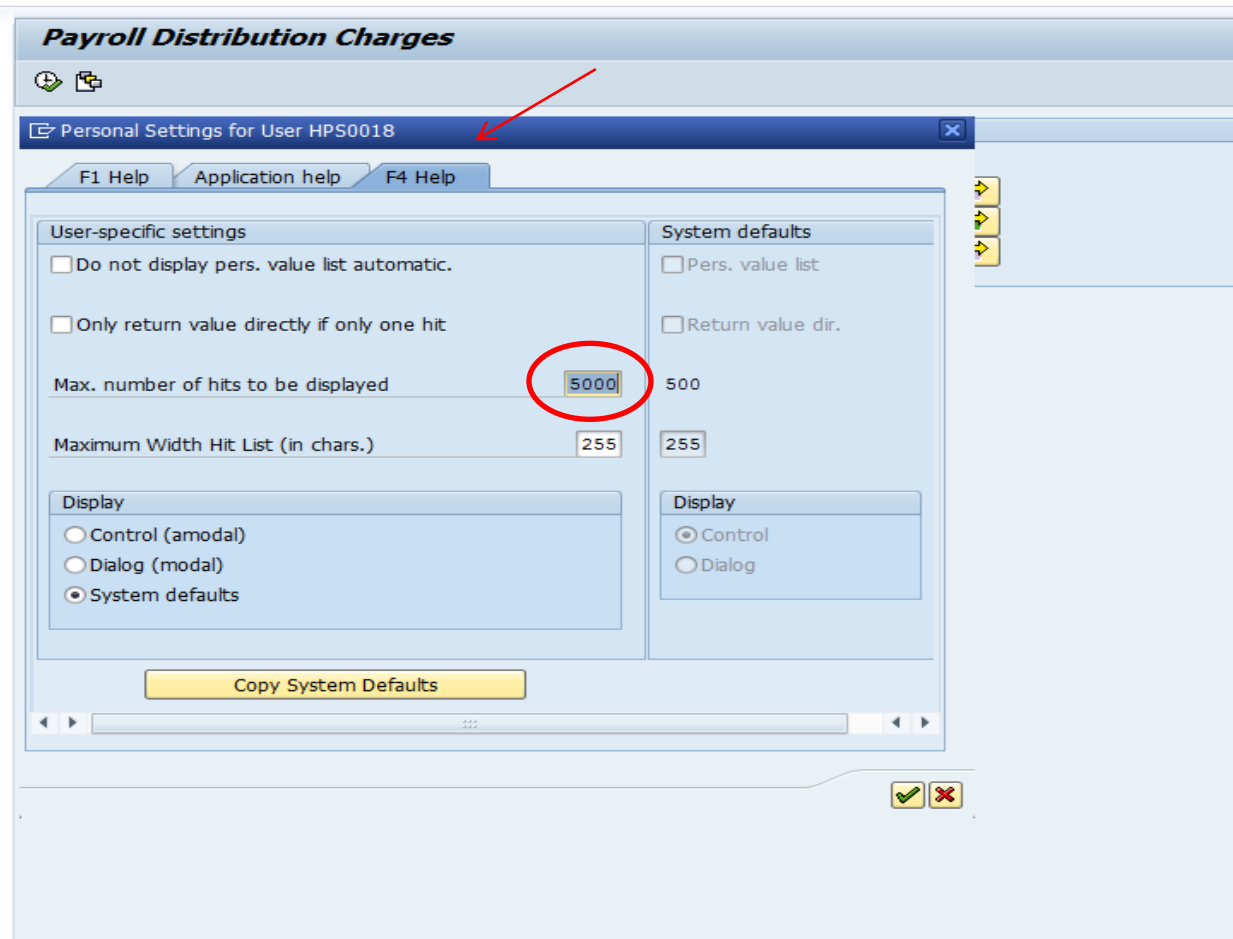   - Click Generate .

8. Click the **Back** button ⬅.

Instructions on how to change the maximum number of hits on the Payroll Distribution Report.
This will need to be done to view any payroll distribution reports after 2015.

Click on the "Help" tab at the top of the Menu bar and select the "Settings" option.

Once the "Personal Settings for User" window is open, click on the F4 Help tab, change the "Max. number of hits to be displayed" field from 500 to 5000.

Click on the green check.